

**MINUTES OF BOARD OF TRUSTEES REGULAR MEETING  
DISTRICT NO. 537  
RICHLAND COMMUNITY COLLEGE  
ONE COLLEGE PARK – DECATUR, ILLINOIS 62521**

**December 18, 2007**

**PUBLIC HEARING FOR TAX LEVY**

The Truth in Taxation Hearing was called to order at 5:17 p.m. Greg Florian, Vice President of Finance and Administration, discussed information regarding the Estimated Tax Levy for 2007 and the Tax and Extension rates. The total estimated levy for 2007 is \$.3855 per \$100 EAV. No public comments were received.

**PUBLIC HEARING FOR INTENT TO SELL FUNDING BONDS**

The Intent to Sell Funding Bonds hearing was called to order at 5:30 p.m. Richland Community College intends to use the Bonds for the purpose of paying claims against the College for constructing a joint use facility with the University of Illinois, for purchasing equipment for a new Culinary Arts Teaching Kitchen, and for buying computer hardware and software. No public comments were received, and no additional comments were made by Trustees of the Board of Trustees.

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 5:33 p.m. Tuesday, December 18, 2007, in Conference Room A/B of the College by Chairman Prince. Chairman Prince also recited the College Vision, Mission and Core Values.

Roll Call

Members Present:

Amy Bliefnick, Dale Colee, Rev. Wayne Dunning, Dr. Larry Osborne, and Randy Prince

Members Absent: Carol Chiligiris

Also present: Dr. Gayle Saunders, President, Attorney Bridget Hogan, and other staff members

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of November 20, 2007, had been distributed to the Board prior to this meeting.

**Osborne moved to approve the minutes of the regular meeting of November 20, 2007. Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

New employees were introduced to the Board.

### **WRITTEN COMMUNICATIONS**

1. Correspondence from Helen Brown thanking Richland Community College Board of Trustees for the special honor given to Howard Brown by renaming College Park Boulevard President Howard Brown Boulevard
2. Correspondence from Dr. William Perry, new President of Eastern Illinois University, thanking Dr. Saunders for meeting with him to learn more about Richland Community College
3. Correspondence from Phil Zeni, Managing Director, Public Broadcasting Partners, stating that he was impressed with the effort that has gone into developing the Richland Community College master plan and the continued energy required to move it forward
4. Correspondence from Douglas Zemke, President, Millikin University, thanking Dr. Saunders and staff for their visit to Millikin's campus on November 29 and offering encouragement regarding the "Invitation to the Future" and College master plan
5. Correspondence from Geoffrey Obrzut, President and CEO, Illinois Community College Board, approving the Fitness Center/Child Care Classroom Addition construction project
6. Correspondence from Geoffrey Obrzut, President and CEO, Illinois Community College Board, approving the Joint Use Facility construction project
7. Memorandum from Steve Vandiver, Director, Marketing, regarding the College Activities Report:
  - The College campus will close Friday, December 22 and re-open Wednesday, January 2, 2008 at 8:00 a.m.
  - The Eighth Grade Career Fair will be held on Richland Community College campus January 8-11, 2008.
  - Spring Convocation will be held on January 7, 2008, at 1:00 p.m. in the Shilling Auditorium.
  - The next Board of Trustees meeting will be January 15, 2008, at 5:30 p.m.

8. Student Senate Report
9. Memorandum from John Bell, Director, Human Resources, regarding Personnel Updates:
  - Kenneth Durkee, Automotive Instructor, passed away on December 4, 2007.
10. Memorandum from Wegi Stewart, Executive Director, Foundation and Development, regarding the Foundation Report:
  - Major Gifts Campaign Update: Dr. Joseph Schrodts has agreed to serve as General Chair; Kevin Breheny and Bob Smith have agreed to Co-chair Pacesetter; Corky Nicholson and Amy Bliefnick have agreed to Co-chair Leadership/Boards.
  - The Foundation will co-sponsor a trip to Europe with the Decatur Area Arts Council on July 18 – 27, 2008. The trip will feature Provence and Tuscany.

## **SPECIAL REPORTS**

### **REPORT OF THE PRESIDENT**

#### **Master Plan and Invitation to the Future Presentations**

Dr. Saunders reported that she visited with Victoria Podesta at ADM. Victoria is the contact person for Farm Progress and Progress City activities related to ADM.

Dr. Saunders reported that she visited with Greg Webb, Vice-President of State Government Relations at ADM. The Master Plan and Invitation to the Future were presented to him.

Dr. Saunders presented the Master Plan and Invitation to the Future to Gloria Davis, Superintendent, District 61, and her key leadership staff. The meeting was interactive, and great ideas emerged between the two groups of staff from Richland Community College and District 61.

### **Congressional Contribution**

Richland Community College has been earmarked to receive a congressional contribution to help build the Ethanol School. Final word should come in the next 2-3 weeks.

### **Herald and Review Article**

An article in the Sunday, December 16, 2007, edition of the Decatur Herald and Review featured the end of Richland Community College's 35<sup>th</sup> anniversary celebration. It has been an exciting and busy 35 years. The College looks forward to more exciting times.

### **Winter Board Retreat**

The Winter Board Retreat is being planned. The tentative date is Friday, February 1, and Saturday, February 2, 2008. The location will be announced when a final date is selected.

### **Ethics Training**

Richland Community College achieved 100% completion on the online Ethics Training Program.

### **Smoking Law**

Effective January 1, 2008, smoking will not be allowed within 15 feet of any Richland Community College building.

### **Reach Educational Advisory Committee of Higher Education (REACH) Reunion**

A number of community members returned to Richland Community College for a REACH reunion. The Master Plan and Invitation to the Future were shared with participants, and feedback was received. A results report was also given.

### **Department of Labor Meeting**

Dr. Saunders traveled to Washington, D.C., on December 4-6 to attend the Department of Labor meeting to present a proposal for grant funding for a cooperative training venture with ADM and Cornell University. ADM presented a concept paper, written in cooperation with Richland, on a model for rural workforce development in support of workforce retention and enhanced economic development.

### **ACCT Legislative Summit**

The ACCT Legislative Summit is scheduled for February 11-13, 2008, in Washington, DC.

### **Resignation of Trustee**

Tim Dudley has resigned from the Richland Community College Board of Trustees effective December 13, 2007. Tim has served on the Richland Community College Board since being elected in 2005. He served as Secretary in 2006-2007 and was the ICCTA representative. Tim also was the first Trustee to graduate from Richland Community College during his term of office. Tim has served unselfishly on behalf of the College, and he will be missed.

### **College Spotlight**

Jack Adwell, Associate Professor, Information Technology, and Faith Brenner, Assistant Professor, Information Technology, presented to the Board regarding Tablet PCs in the Classroom. Associate Professor Adwell is a graduate student at the University of Illinois, majoring in Educational Technology. One of his projects involved research to determine the effectiveness of mobile technology to enhance active learning in a classroom environment. The mobile technology he chose was the tablet PC. The College has purchased several tablet PCs along with wireless projectors and implemented their use in two classes, Computer Science and Anatomy. Tablet PCs have been around since 2000, but there has been a great surge of research in their use in the educational environment. The Tablet PC allows the instructor the freedom and mobility in the classroom to engage the students, while maintaining the presentation. Associate Professor Brenner has been using the Tablet PC in her Computer Science class. The Tablet PC has the capability to convert handwriting into text. Student feedback has been positive. Additional Tablet PCs with wireless projectors have been purchased and will be used in the Office Technology and Medical Transcription Programs for the Spring semester.

### **REPORT OF ICCTA**

There was no ICCTA report.

### **AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF NOVEMBER 2007**

During the month of November, Dr. Saunders signed two (2) documents that are listed in the Board Book. On November 13, Dr. Saunders signed the FY08 Career and Technical Education Strand Grant Agreement (Continuous Quality Improvement, Program Enhancement, and Innovation). On November 15, Dr. Saunders authorized a

request from the Continuing and Professional Education Division for an event sponsored by the Greater Decatur Chamber of Commerce on December 13, 2007.

### **EXECUTIVE SESSION**

**Colee moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for discussion of pending or probable litigation, as specified in Section 2 (c) (11), for discussion of purchase or lease of real property, as specified in Section 2 (c) (5); and for self-evaluation, as specified in Section 2 (c) (16) of the Open Meetings Act.**

**Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Meeting convened into closed session at 6:02 p.m.**

**Meeting reconvened into open session at 6:34 p.m.**

### **CONSENT AGENDA**

#### **Charge-Back**

A recommendation to approve the charge-back for Eric McKinney to attend College of DuPage in the Library Technical Assistant Certificate program was presented to the Board for approval.

#### **Full-Time Employments**

A recommendation to approve the employment of Carol Hood as an Accounting Instructor, effective January 7, 2008, was presented to the Board.

A recommendation to approve the employment of David Slade, Jr., as Director of Campus Safety, effective January 2, 2008, was presented to the Board.

**Bliefnick moved to approve the consent agenda items as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **OLD BUSINESS**

#### **Resolution for Fiscal Year Tax Levy – Resolution No. 08-6**

A recommendation to adopt Resolution No. 08-6, Resolution for Fiscal Year Tax Levy for the counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, was presented to the Board for approval.

**Osborne moved to adopt Resolution 08-6 for the 2007 Tax Levy for the counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby as**

**presented. Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Construction Report**

Greg Florian, Vice President of Finance and Administration, updated the Board on the current construction projects and the status of each.

The contractors are still working on the "Punch List" in order to finalize the Agribusiness and Occupational Technology Center. Classes are schedule to be held in the building beginning with the Spring semester.

The insulated panel and sidewalk projects will be completed this spring. The Shilling Center roofing project has been approved by the Illinois Community College Board. A contract with BLDD Architects will be presented to the Board in January.

The Early Childhood Classroom and Fitness Center projects are well underway. Floor slabs, drain pipes, and electricity have been installed.

Preliminary design work has been developed for the Culinary Arts Kitchen. The College is working with Edward Dawn and Associates Consulting Company.

An Intergovernmental Agreement between Richland Community College and Macon County will be presented to the Board at the December Board meeting regarding the Illinois Transportation Enhancement Program (ITEP) grant. The grant is for the design, engineering, and construction of landscaping areas adjacent to the roadways around the College campus, including President Howard Brown Boulevard. The project is scheduled for bid in spring 2008.

The Illinois Community College Board has approved the University of Illinois Joint Use Facility project. The project is scheduled to be bid in Spring 2008.

Several offices, classrooms, and programs will be relocated around the campus over the next several weeks.

### **NEW BUSINESS**

#### **Authorization to Enter Into an Intergovernmental Agreement**

A recommendation to authorize College administration to enter into an Intergovernmental Agreement between Richland Community College and Macon County for the design, engineering, and construction of landscaping areas adjacent to the roadways around the College campus including President Howard Brown Boulevard was presented to the Board.

Macon County will be the local agency responsible for the administration of the construction project. In order to pay the local matching cost requirement of the project, the College will need to enter into an Intergovernmental Agreement with the County. This is the same process that was undertaken for the paving of Progress City.

**Bliefnick moved to authorize the College Administration to enter into an Intergovernmental Agreement with Macon County, Illinois, for the design, engineering, and construction of the landscape areas adjacent to the roadways around the College campus including President Howard Brown Boulevard, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

#### **Compensation Evaluation Contract with Koker Goodwin & Associates**

A recommendation to authorize College administration to sign a contract with Koker Goodwin & Associates to conduct a compensation evaluation was presented to the Board.

The consulting firm of Koker Goodwin & Associates will conduct a compensation evaluation using the Compease Salary Compensation Program. The firm has worked with numerous colleges and universities across the United States and utilizes a number of data sources to develop comparable salary ranges.

**Osborne moved to authorize College administration to execute a contract with Koker Goodwin & Associates to conduct a compensation evaluation, at a cost of \$14,700, as presented. Dunning seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

#### **Adoption of College Academic Calendar for Fall 2008 through Summer 2010**

A recommendation to adopt the 2008-2010 College calendar was presented to the Board.

The proposed calendar has been reviewed by the Richland Federation of Teachers, Local 4262 as well as members of the Calendar Committee.

**Dunning moved to adopt the 2008-2010 College calendar as presented. Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

#### **Submission of Associate in Applied Science (A.A.S.) Degree – Culinary Arts and four new certificates to Illinois Community College Board**

A recommendation to authorize the College staff to submit the Associate in Applied Science (A.A.S.) Degree – Culinary Arts with four new certificates to the Illinois Community College Board was presented to the Board.

The A.A.S. Degree – Culinary Arts will have an emphasis on cooking, baking, and food preparation skills. Students may pursue an A.A.S. degree in Culinary Arts or one of four (4) certificates in Culinary Management (50 credit hours), Chef's Assistant (26 credit hours), Baking and Pastry (19 credit hours), and Food Preparation (9 credit hours). The new degree and certificates will become effective Fall Semester 2008.

**Dunning moved to authorize the College staff to submit the Associate in Applied Science (A.A.S.) Degree – Culinary Arts with four new certificates to the Illinois Community College Board, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Submission of Associate in Applied Science (A.A.S.) Business Degree – Banking Specialty and a New Banking Certificate**

A recommendation to authorize the College staff to submit the Associate in Applied Science (A.A.S.) Business Degree – Banking Specialty and a new Banking Certificate to the Illinois Community College Board for approval was submitted to the Board.

The Associate in Applied Science (A.A.S.) Business Degree – Banking Specialty will provide District residents with training as a teller or bank customer service representative. The recommended courses mirror the competencies and skills developed by the Illinois Banking Association (IBA) and valued by area banking institutions. The Banking Certificate creates a natural blend with the College's other business-related degrees and certificates.

**Osborne moved to authorize the College staff to submit the Associate in Applied Science (A.A.S.) Business Degree – Banking Specialty and a new Banking Certificate to the Illinois Community College Board, as presented. Dunning seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Submission of Revised Office Technology Curriculum to Illinois Community College Board**

A recommendation to authorize the College staff to submit the changes in the Office Technology curriculum to the Illinois Community College Board was presented to the Board.

While the core curricular and career laddering concepts have been maintained, several courses have been replaced and a stronger integration with Information Technology skills and practices are reflected in these changes, all of which will make the program more efficient.

**Bliefnick moved to authorize the College staff to submit the revised Office Technology Curriculum to the Illinois Community College Board, as presented.**

**Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

## **FINANCIAL REPORT**

### **Bills Payable**

The November 2007 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills for payment and ratification in the amount of \$847,595.86 for November 2007 was distributed to the Board prior to the meeting.

**Osborne moved to approve the bills for payment and ratification as presented and to approve the Financial Statement to be filed for audit. Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Review of Minutes of Previous Executive Sessions**

Dale Colee stated that five (5) sets of minutes of closed (executive) sessions conducted between June 19, 2007, and November 20, 2007, have been reviewed.

It is recommended that the following sets of minutes require continued confidentiality and should remain sealed: June 19, 2007 – Session I; August 24, 2007 – Session I; September 18, 2007 – Session I; October 16, 2007 – Session I; November 20, 2007 – Session I.

Additional minutes of closed sessions conducted between September 18, 1990, and March 24, 2004, also were re-examined. (NOTE: Closed session minutes dated May 24, 2004, through May 16, 2006, were delivered to Judge Belz, pursuant to Court order, and were not available for examination)

It is recommended that the following sets of minutes require continued confidentiality and should remain sealed:

September 18, 1990; November 20, 1990; December 15, 1992 – Session VIII-C-I; September 21, 1993 – Session II; March 15, 1994; December 20, 1994 – Session I; January 17, 1995; March 21, 1995 – Session II; May 16, 1995 – Session II; November 21, 1995 – Session II; February 20, 1996 – Session II; July 16, 1996 – Session II; January 24, 1997 – Board Retreat; February 18, 1997 – Session II; March 11, 1997 – Session I; April 15, 1997 – Session II; August 19, 1997 – Session II; November 18, 1997 – Session II; January 20, 1998 – Session I; February 17, 1998 – Session I; February 17, 1998 – Session II; March 17, 1998 – Session I; April 21, 1998 – Session II; June 2, 1998 – (Board Workshop); June 16, 1998 – Session I; July 15, 1998 – (Special Mtg.) – Session I; December 15, 1998 – Session I; January 19, 1999 – Session II; March 16, 1999 – Session I; April 20, 1999 – Session I; June 15, 1999 – Session II; July 20, 1999 – Session I; August 17, 1999 – Session II; September 21, 1999 – Session II;

October 19, 1999 – Session II; November 16, 1999 – Session I; February 15, 2000 – Session I; March 21, 2000 - Session II; June 20, 2000– Session II; August 15, 2000 – Session II, October 17, 2000 – Session II; March 20, 2001 – Session II; July 17, 2001 – Session II; August 10, 2001 (Special Mtg.) – Session I; December 18, 2001 – Session II; January 15, 2002 – Session I; February 19, 2002 – Session I; March 19, 2002 – Session I; April 16, 2002 – Session I; April 23, 2002 – Session I; May 21, 2002 – Session I; August 20, 2002 – Session I; November 19, 2002 – Session I; December 17, 2002 – Session I; January 30, 2003 – Session I; February 18, 2003 – Session I; February 25, 2003 (Special Mtg.) – Session I; March 18, 2003 – Session I; May 22, 2003 – Session I; June 17, 2003 –Session I; September 16, 2003 – Session I; October 2, 2003 – Session I (Special Mtg.); October 21, 2003 – Session I; November 18, 2003 – Session I; December 16, 2003 – Session I; January 20, 2004 – Session I; February 17, 2004 – Session I; February 20, 2004 – Session I; March 24, 2004 – Session II; May 24, 2004 – Session I; May 24, 2004 – Session II; June 15, 2004 – Session I; August 27, 2004 – Session I; September 21, 2004 – Session I; October 19, 2004 – Session I; November 16, 2004 – Session I; November 30, 2004 – Session I (Special Meeting); December 21, 2004 – Session I; January 7, 2005 – Session I; January 18, 2005 – Session I; February 8, 2005 – Session I; March 15, 2005 – Session I; March 29, 2005 – Session I; April 11, 2005 – Session I; April 19, 2005 – Session I; June 21, 2005 – Session I; July 19, 2005 – Session I; September 20, 2005 – Session I; October 18, 2005 – Session I; November 15, 2005 – Session II; January 17, 2006 – Session I; February 21, 2006 – Session I; March 9, 2006 – Session I and II; April 18, 2006 – Session I; May 16, 2006 – Session I; June 20, 2006 – Session I; July 18, 2006 – Session I; July 31, 2006 (Special Mtg.) – Session I; August 22, 2006 – Session I; September 19, 2006 – Session I; October 27, 2006 – Session I; November 21, 2006 – Session I; December 19, 2006 – Session I; January 16, 2007 – Session I; March 12, 2007 – Session I-SP; March 20, 2007 – Session I; April 17, 2007 – Session I.

**Colee moved to approve the recommendation for continued confidentiality of previous executive sessions as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **ITEMS FROM THE BOARD**

Tim Dudley submitted his resignation as Trustee of the Richland Community College Board District #537 effective Thursday, December 13, 2007.

**Bliefnick moved to accept the resignation of Tim Dudley as Trustee of the Richland Community College Board District #537 effective Thursday, December 13, 2007, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Appointment of ICCTA Representative**

Chairman Prince appointed Carol Chiligris to serve as the Illinois Community College Trustees Association representative.

**Appointment of Search Committee**

Chairman Prince appointed Amy Bliefnick and Dr. Larry Osborne to serve as the search committee for the open seat on the Richland Community College Board of Trustees. The vacancy will be filled in accordance with the stipulation of the Illinois Community College Act, Chapter 122, paragraph 103-7.

Chairman Prince wished everyone Happy Holidays and stated he is proud of a successful 2007 at Richland Community College.

Greg Florian was wished a Happy Birthday.

**ADJOURNMENT**

**Bliefnick moved and Osborne seconded to adjourn the meeting at 7:02 p.m.**

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Dale Colee, Secretary